



Training Coordinator

Characteristics of Work

This is administrative work involving the planning and implementation of programs related to the manpower and training needs of a large agency. Incumbents establish objectives, standards and procedures for training programs in addition to conducting training workshops designed to promote staff development. Internal and external contacts are made to coordinate activities, assess training needs and exchange information. Work is reviewed infrequently for desired results by an administrative superior.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Assumes responsibility for planning and implementing programs related to manpower and training needs of the agency, division, or department.

Organizes and schedules training programs.

Provides professional assistance to advisory groups established by the agency, division, or department.

Provides technical assistance and consultation in developing appropriate training programs for staff members.

Assists in defining manpower and training needs and assists designated agencies and organizations in developing methods for meeting these needs.

Provides information on training resources and opportunities.

Assists in the development of new training opportunities in the colleges and universities for manpower needs and training resources.

Stimulates the development of multi-agency and multi-disciplinary training programs, management training programs, continuing education programs and basic education programs.

Coordinates orientation, staff development and in-service training activities.

Designs evaluation systems to assess the effectiveness of training programs.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Plans, implements and monitors training programs of a state agency, division, or department.
2. Evaluates programs and determines agency training needs.

3. Supervises staff activities involved in the planning and implementation of training programs.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to sit; walk; stand; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, public administration, education, social work, psychology, sociology, or a specialty field related to the functions of the agency.

AND

Experience:

Three (3) years of experience related to the above described duties, one (1) year of which must have included responsibility for planning and implementing training programs.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, public administration, education, social work, psychology, sociology, or a specialty field related to the functions of the agency.

AND

Experience:

Four (4) years of experience related to the above described duties, one (1) year of which must have included responsibility for planning and implementing training programs.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.